

**MINUTES
WESTMINSTER CITY COUNCIL
Regular Scheduled Meeting
Tuesday, February 8, 2022**

The City Council of the City of Westminster met in a regular scheduled meeting on Tuesday, February 8, 2022 at 6:00 pm at the Westminster Depot with Mayor Brian Ramey presiding. Those in attendance were:

Brian Ramey
Jimmy Powell

Dale Glymph
Yousef Mefleh

City Administrator, Kevin Bronson
City Clerk, Rebecca Overton
Utility Director, Leigh Baker
Police Chief, Matt Patterson
Fire Chief, Michael Smith
City Attorney, Andrew Holliday
Members of the public and press

Notice of the meeting and the agenda was posted on a window at the Depot and at westminstersc.org twenty-four hours prior to the meeting and all persons, organizations and local media requesting notification and the agenda were notified by email.

Call to Order

Mayor Ramey called the meeting to order at 6:00 pm.

Invocation and Pledge of Allegiance

Mr. Henry Jenkins led the Council in the invocation and pledge.

Certification of Quorum

Rebecca Overton certified a quorum.

Presentation and Recognition - Retirement of Police Dog Lina

Police Chief Matt Patterson recognized Police Dog Lina for her service to the Westminster Police Department and announced that she would be retiring. She is seven years old and has served Westminster well by taking numerous illegal drugs off the streets. Chief Patterson stressed that Lina had been a great asset to the Department and had been through several different handlers in her career and always adapted well to the change. He shared that she was enjoying retirement and again thanked Lina for her outstanding service.

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New Business

1. Accept resignation of Rusty Cater; declare one City Council seat vacant and open for the unfilled term; and other matters related thereto.

Mr. Holliday reminded Council that a special election would be held April 26, 2022 for Mr. Cater's seat and the seats for the previous resignations of Mr. Chastain and Mr. Duncan.

Upon a motion by Mr. Glymph and seconded by Mr. Powell, the motion **to accept the resignation of Rusty Cater** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Motion	Yes
Mefleh		Yes
Powell	Second	Yes

2. First Reading of Ordinance #2022-02-08-01; An Ordinance Authorizing the Mayor of the City of Westminster to serve as a member of the Oconee Joint Regional Sewer Authority Commission, South Carolina, Ex Officio

Mr. Bronson informed Council that currently Utility Director Leigh Baker is the only representative for the City of Westminster. He stated that a privilege of holding office on Council is the right to serve on the OJRSA Commission Board.

Upon a motion by Mr. Mefleh and seconded by Mr. Powell, the motion **to approve the first reading of Ordinance #2022-02-08-01; An Ordinance authorizing the Mayor of the City of Westminster to serve as a member of the Oconee Joint Regional Sewer Authority Commission, South Carolina, Ex Officio** passed unanimously.

Member	Motion	Vote
Ramey		Recused
Glymph		Yes
Mefleh	Motion	Yes
Powell	Second	Yes

3. Consider Contract Price Increase for Jenkins Lawn Care

Utility Director Leigh Baker informed Council that he had recently added some things and changed some things to Mr. Jenkins' contract. Mr. Baker stated that these changes were for beautification purposes and for the benefit of the City's appearance and Mr. Jenkins was in agreement to the changes. Mr. Baker

suggested to Council that because of these changes and the increasing cost of gas prices, and the fact that Mr. Jenkins goes beyond what is asked of him especially around festivals and other City events, that the Council award an increase to his contract amount. He stated that Mr. Jenkins was asking for a 5% increase on all months except January. Mr. Bronson added that while he and Mr. Baker support the 5% increase, they would also support more. Mayor Ramey asked Mr. Jenkins would 5% really cover the increasing costs associated with the maintenance he provides and he replied no.

Upon a motion by Mr. Glymph and seconded by Mr. Mefleh, the motion **to increase the contract price of Jenkins Lawn Care by 7% passed** unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Motion	Yes
Mefleh	Second	Yes
Powell		Yes

4. Consider Adoption of a Resolution Adopting the Emergency Operations Plan & Emergency Preparedness Guidelines – amended February 8, 2022

Mr. Bronson informed Council of the importance of staying in alignment with all Emergency Operations Units. Having an Emergency Plan in place would provide City Staff with direction in keeping the City functioning in the event of any type of disaster or emergency. An emergency plan would also allow State and Federal Agencies to see the intentions of the City being prepared for such an event.

Upon a motion by Mr. Mefleh and seconded by Mr. Glymph, the motion **to approve a Resolution Adopting the Emergency Operations Plan & Emergency Preparedness Guidelines – amended February 8, 2022** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes
Mefleh	Motion	Yes
Powell		Yes

5. Discuss the Municipal Association of South Carolina Model Personnel Policy Handbook

Mr. Bronson informed Council that the current Personnel Policy Handbook has been modified over the years and that the Municipal Association has developed a

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model policy for small cities. He added that there were some policies that would need to be added into this model policy but that overall, it is a great policy and that many cities use this model. Mayor Ramey asked if was better to pass Personnel Policy changes by Ordinance or Resolution. Mr. Holliday suggested by Resolution. Mr. Bronson added that he was just presenting Council this Handbook for review and that it would be potentially be on the March Agenda.

Routine Business

1. Approval of the January 24, 2022 Called Meeting with City Council and the Westminster Planning Commission Minutes

Upon a motion by Mr. Powell and seconded by Mr. Glymph the motion to ***approve the January 24, 2022 Called Meeting Minutes*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes
Mefleh		Yes
Powell	Motion	Yes

2. Approval of the January 27, 2022 Called City Council Meeting Minutes

Upon a motion by Mr. Mefleh and seconded by Mr. Glymph the motion to ***approve the January 27, 2022 Called City Council Meeting Minutes*** passed unanimously.

Member	Motion	Vote
Ramey		Yes
Glymph	Second	Yes
Mefleh	Motion	Yes
Powell		Yes

3. Comments from the Utility Director

Mr. Baker informed Council that work has begun at the Water Plant on the sludge pumps. He also informed Council that Troy Rosier is working on the Bid process for the Hall Street water line project. Mr. Baker also stated that repairs had been made to the fence at Anderson Park and that progress had been made to tree trimming on Spring Street and Toccoa Highway.

4. Comments from City Administrator

- a. Mr. Bronson informed Council that he was asking them to postpone the Strategic Planning Session due to the unfilled Council Seats and suggested rescheduling it once the open seats are filled.
- b. Mr. Bronson informed Council that the Audit of the AMI fee was not concluded due to the billing of the fee was not complete. The AMI fees would be collected through February so the audit would have to be completed sometime after that.
- c. Mr. Bronson reminded Council that there would be a special election for three open Council Seats on Tuesday, April 26, 2022 and the results would be certified on April 28, 2022. There would be a swearing in ceremony the following week for the new Council Members. Mr. Bronson clarified that the filing dates for potential candidates would be February 18-28, 2022, that the County handles the election process, and that they would invoice the City for the expenses.

Executive Session

Upon a motion by Mr. Glymph and seconded by Mr. Powell, the motion ***to enter into an executive session for the purpose of:***

Executive Session for the purpose of a discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim and a discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body pursuant to S.C. Code Ann. 34-4-70 (1) and (2) - Oconee Joint Regional Sewer Authority – discuss potential contractual matter(s)

Upon motion by Mayor Ramey and seconded by Mr. Powell, the motion ***to exit executive session and re-enter open session*** passed unanimously.

Adjourn

Upon a motion by Mayor Ramey and seconded by Mr. Glymph, the motion ***to adjourn the meeting at 7:20 pm*** passed unanimously.

(Minutes submitted by Rebecca Overton)

Mayor Brian Ramey

Date

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